

Manager Development Course (MDC)

The purpose of the Manager Development Course is to introduce new managers to skills necessary to perform their duties at a prominent level in a diverse organization. Students will gain a comprehension of the demands of an Army manager and learn knowledge and skills that will enable them to perform these duties at multiple levels of any Army organization. Subjects within the MDC include; Organizational Culture, Planning, Programming, Budgeting, and Execution System (PPBES), Army Environmental Program, Equal Employment Opportunity (EEO), Ethics, Management Control, Army Family Team Building (AFTB), Managing Change, and Strategic Planning.

Action Officer Development Course (AODC)

The Action Officer Development Course is designed to help new action officers attain the staffing and communication skills needed at many levels of an organization. A course graduate learns to apply management principles to their work, prepare and coordinate staff actions, manage time and set priorities, conduct meetings, interviews and briefings, write to Army standards, and uphold high ethical standards. The AODC is available to all military and Army Civilian employees for career development, and is required for all Army interns before completion of the intern program.

Supervisor Development Course (SDC)

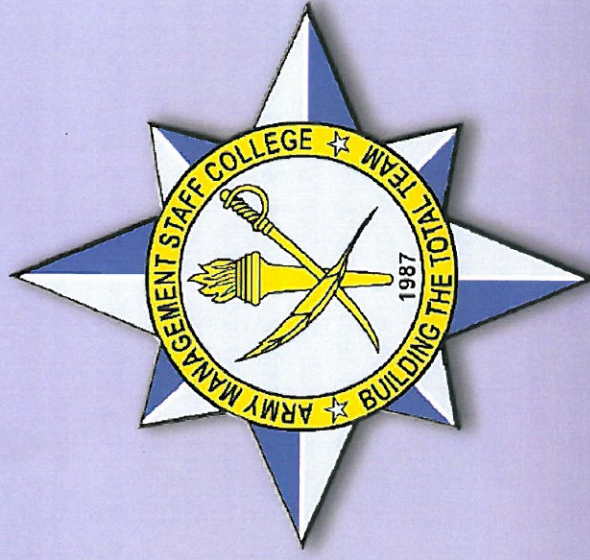
As a result of the National Defense Authorization Act (NDAA) of 2010, the Supervisor Development Course was created. The SDC contains modules on Workforce Management, Performance Management, Labor and Employee Relations, Supervising a Diverse Workforce, and Leading Change. The SDC sets out to provide supervisors with the knowledge necessary to successfully manage work processes and lead in the Army Environment.

The Supervisor Development Course is required for all supervisors (military and civilian) of civilian employees. This web-based training must be completed within the first year of placement in a supervisory position and as refresher training every three years.

REGISTRATION

APPLICATION PROCESS FOR ONLINE COURSES

and for more information about AMSC, visit
<http://www.amsc.army.mil>



CIVILIAN EDUCATION SYSTEM

Army Management Staff College
Fort Leavenworth, Kansas

Our Vision -

The premier leader development experience, igniting the leadership potential of every Army Civilian.

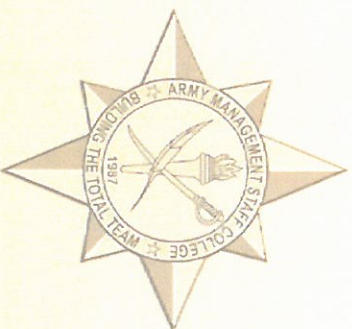
CEC COURSES

The goal of the **Foundation Course** is to provide Army Civilians with an orientation to leader development concepts, build their careers and become Army Civilian leaders. The course objectives are to understand US Army leadership doctrine; increase self-awareness, as it relates to their profession; understand team building, group dynamics, and effective communication; assess individual values and how they relate to professional ethics; understand how to manage professional advancement and leverage career potential; and complete administrative requirements expected of Army Civilians.

The Foundation Course is required for all Army Civilians employed after 30 Sep 06, and is available through Distributed Learning. Interns are required to complete the Foundation Course before completion of their intern program, and it is available to all Army Civilians as a self-development tool.

The **Basic Course** is designed for leaders who exercise direct leadership. It is delivered in a combination of distributed learning and resident attendance. Students will apply basic leadership skills to lead effectively, care for small teams, apply effective communication skills, develop and mentor subordinates.

The **Intermediate Course** is designed for Civilian leaders who exercise direct and indirect supervision. It is a combination of distributed learning and resident attendance. Students will be able to lead people, manage human and financial resources; learn to develop a cohesive and effective organization; increase the ability to be flexible and resilient while accomplishing the mission.



The Army Civilian Corps Leaders personify the Army Profession, from supporting war fighters, to statesmanship, to business management.

Civilian training and education will align uniformed and Civilian leader development opportunities and enable Army Civilians to reach their fullest potential.

The Army has renewed its emphasis on developing Army Civilian leaders. The multi-skilled leader will:

- Know the Army, its mission and history
- Model Army Values
- Model the Army Profession

The **Advanced Course** is for Civilian leaders who exercise predominately indirect supervision. It is a combination of distributed learning and resident attendance. Topics include national security, decision making, understanding the operating environment, strategic thinking, critical thinking, building high performance teams, challenges associated with inter-agency operations, and Army strategic issues.

The **Continuing Education for Senior Leaders Course** provides an interactive environment in which senior leaders discuss current issues and relevant challenges facing Civilian and Military leaders. Students will apply strategic thinking and problem solving to global Army and DOD issues.

- Be a leader of character
- Be a leader of intellect
- Model proper bearing and demeanor
- Provide purpose, direction, and motivation
- Sustain and improve high performance
- Accomplish tasks on time and to standard
- Be effective across cultures
- Be a team and coalition builder

CEC is centrally funded. Army Civilians are full partners in the Army Profession, serving in all aspects of Army missions. CEC is the path for the Army Civilian Corp's continued professional contributions to the Army Team.